

ARCS PROCEDURE: Author: S. Smith	COMPLETING TWPPO INTERNATIONAL/DOMESTIC SHIPPING FORM	PRO(TWPPO)-058.000 March 28, 2000 Page 1 of 1
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Completing TWPPO International/Domestic Shipping Form

I. Purpose:

The purpose of this procedure is to describe the steps for completing the TWPPO International/Domestic Shipping Form.

II. Cautions and Hazards:

None.

III. Requirements:

Requires tracking number if material is sent DHL Express or Federal Express.

IV. Procedure:

A. Steps:

1. Retrieve and Print "TWPPO International/Domestic Shipping Form" from the "Admin" folder on the TWPPPO Server.
2. Complete form:
 - Date: date that shipment is sent
 - Ship To: name, address, and phone number
 - Mode of shipment: DHL Express, Federal Express or Airmail
 - Way bill number: tracking number given by mail room
 - Total shipping value: value of material
 - Quantity: amount of item
 - Item Description: description of item
 - Value: value of item
3. Give form to secretary to track package.

V. References:

None.

VI. Attachments:

1. TWPPPO International/Domestic Shipping Form.